



STATE EMPLOYEE HEALTH PLAN

DIRECT BILL NEWS

SEPTEMBER 2015

DIRECT BILL TOLL FREE— 1-866-541-7100

TOPEKA AREA—785-296-1715



DIRECT BILL NEWS
SEPTEMBER 2015



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Direct Bill Open Enrollment

October 16 2015– November 15, 2015

This year the Direct Bill Open Enrollment period will be October 16, 2015 through November 15, 2015. This is to allow members' elections to be sent to the carriers earlier so that ID cards and other information is provided to members prior to January 1, 2016.

This year we have a few NEW things to tell you about:

Important Notice For All Direct Bill Members Who are Medicare Eligible and Enrolled In Plan A or C High Deductible Plan (HDHP) with Blue Cross Blue Shield or with Aetna.



Beginning January 1, 2016, Plans A and C(HDHP) with any vendor will no longer be options for Medicare eligible Direct Bill/Retiree members. Medicare Eligible Direct Bill/Retiree members will need to enroll in one of the Medicare options available and select a Part D plan for prescription coverage during this year's Direct Bill/Retiree open enrollment period of — October 16th to November 15th 2015.

NOTE: First Health is now Called "Aetna Part D" as of January 1, 2016

Plan Year 2016 Open Enrollment Meeting Schedule

DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Tuesday	10/27/2015	10:00 AM	Emporia	3301 W 18th Avenue	Meeting Room	Flint Hills Technical College
Wednesday	10/28/2015	9:00 AM	Hays	1821 Frontier Road	Basement Meeting Room	Kansas Highway Patrol
Wednesday	10/28/2015	1:00 PM	Hays	1821 Frontier Road	Basement Meeting Room	Kansas Highway Patrol
Thursday	10/29/2015	12:30 PM	Hutchinson	500 N. Hendricks	Conference Room	KDOT Area Office
Thursday	10/29/2015	9:30 AM	Lawrence	2101 Harper Building	Building 21	4-H County Fairgrounds
Thursday	10/29/2015	1:30 PM	Lawrence	2101 Harper Building	Building 21	4-H County Fairgrounds
Monday	10/26/2015	9:30 AM	Manhattan	Avery Drive - Fairgrounds	Konza Room Pottorf Hall	Cico Park
Monday	10/26/2015	1:30 PM	Manhattan	Avery Drive - Fairgrounds	Konza Room Pottorf Hall	Cico Park
Tuesday	10/20/2015	9:30 AM	Osawatomie	Highway 169-South 500 State Hospital Drive	Sunflower Room	Osawatomie State Hospital
Tuesday	10/20/2015	12:30 PM	Osawatomie	Highway 169-South 500 State Hospital Drive	Sunflower Room	Osawatomie State Hospital
Friday	10/23/2015	9:30 AM	Overland Park	126th & Quivira	Regents Center Rm110	KU Edwards Campus
Friday	10/23/2015	1:30 PM	Overland Park	126th & Quivira	Regents Center Rm110	KU Edwards Campus
Wednesday	10/21/2015	9:00 AM	Pittsburg	3003 N. Joplin	Conference Room	Homer Cole Community Center



Plan Year 2016 Open Enrollment Meeting Schedule

DAY	DATE	TIME(S)	CITY	ADDRESS	ROOM	FACILITY/AGENCY
Wednesday	10/21/2015	1:00 PM	Pittsburg	3003 N. Joplin	Conference Room	Homer Cole Community Center
Tuesday	10/27/2015	9:00 AM	Salina	2310 Centennial Road	Conference Room	KSU-Salina College Center
Tuesday	10/27/2015	1:00 PM	Salina	2310 Centennial Road	Conference Room	KSU-Salina College Center
Monday	10/19/2015	9:30 AM	Topeka	1515 SW 10th Avenue	Marvin Auditorium Rooms ABC	Topeka and Shawnee County Public Library
Monday	10/19/2015	1:30 PM	Topeka	1515 SW 10th Avenue	Marvin Auditorium Rooms ABC	Topeka and Shawnee County Public Library
Wednesday	10/21/2015	9:30 AM	Topeka	1515 SW 10th Avenue	Marvin Auditorium Rooms ABC	Topeka and Shawnee County Public Library
Wednesday	10/28/2015	9:30 AM	Topeka	1515 SW 10th Avenue	Marvin Auditorium Rooms ABC	Topeka and Shawnee County Public Library
Wednesday	10/28/2015	1:00 PM	Topeka	1515 SW 10th Avenue	Marvin Auditorium Rooms ABC	Topeka and Shawnee County Public Library
Friday	10/30/2015	9:00 AM	Wichita	549 S. Rock Road	North Ballroom	Holiday Inn Select
Friday	10/30/2015	1:00 PM	Wichita	549 S. Rock Road	North Ballroom	Holiday Inn Select



Plan Year 2016 Open Enrollment Webinar Schedule

RETIREE/DIRECT BILL ONLINE OPEN ENROLLMENT WEBINARS

Registration details will be posted online at www.kdheks.gov/hcf/sehp/default.htm

Wednesday	October 14, 2015	9:30 a.m. and 1:30 p.m.
Friday	October 16, 2015	1:30 p.m.
Monday	November 2, 2015	9:30 a.m. and 1:30 p.m.
Wednesday	November 4, 2015	1:30 p.m.
Friday	November 6, 2015	9:30 a.m. and 1:30 p.m.
Tuesday	November 10, 2015	9:30 a.m.
Thursday	November 12, 2015	1:30 p.m.

Direct Bill Call Center During Open Enrollment

The SEHP Membership Services Staff and several Retiree staff are pleased to operate the Direct Bill Call Center for our Direct Bill members again this year.

The Call Center will be operational starting October 12, 2015, and ending on December 11, 2015. Hours of operation will be Monday through Friday from 8:30 am to 4:30 pm, except for State of Kansas observed holidays.

Retirees may call the Direct Bill Call Center toll-free at 1-866-541-7100 or (785)296-1715 (in Topeka) starting October 12, 2015, to receive assistance in answering questions regarding their open enrollment options. We look forward to talking to you!

Open Enrollment Booklets Available Online

You can view the 2016 Open Enrollment Books & Charts at the following website:



<http://www.kdheks.gov/hcf/sehp/DB-2016Book.htm>

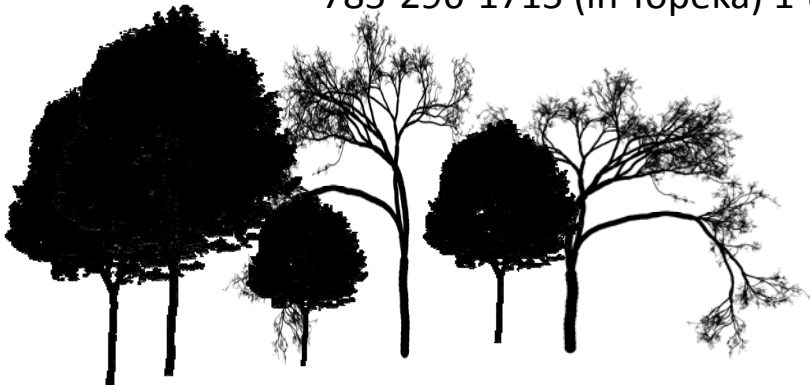
Online Enrollment

Direct Bill/Retiree Members enrolled in any Plan wanting changes in PY 2016

Direct Bill members in any plan wanting to make changes (i.e., changing a medical and/or prescription drug plan, adding or dropping medical or vision coverage, or adding or dropping a spouse and/or dependents from coverage) will need to complete your open enrollment online via MAP. Your online open enrollment needs to be done no later than November 15, 2015.

Direct Bill/Retiree Members (other than Medicare eligible members enrolled in Plans A and C)(HDHP) not wanting any Plan changes in PY 2016

Direct Bill/Retiree members other than **Medicare eligible members enrolled in Plans A and C(HDHP)** that do not want any Plan changes in PY 2016 (i.e., changing a medical and/or prescription drug plan, adding or dropping medical or vision coverage, or adding or dropping a spouse and/or dependents from coverage) will not need to complete enrollment online. You will automatically be re-enrolled in the same benefits for PY 2016 as you currently have in PY 2015. The only other exception to this will be for any Direct Bill member that will need to have a split enrollment due to Medicare eligibility. For further information regarding Direct Bill split enrollment, please contact the SEHP Direct Bill Specialists at:
785-296-1715 (in Topeka) 1-866-541-7100 (Toll Free)



Online Enrollment

Online SEHP Plan Year 2016 Open Enrollment Website

USER INSTRUCTIONS

Direct Bill/Retiree Members will complete their Plan Year 2016 State Employee Health Plan (SEHP) open enrollment elections online using the Kansas Member Administration Portal (MAP). Members can enroll online using any computer with Internet access—at home or at most public libraries.

Please Note: Plans A and C (HDHP) will no longer be options for Medicare eligible Retiree/Direct Bill members. You will need to enroll online in one of the Medicare options available and select a Part D plan for prescription coverage during the open enrollment period. For Medicare eligible members, the State Employee Health Plan offers a Medigap policy, Kansas Sr. Plan C, and two Medicare Advantage Plans, Coventry Advantra Freedom and Coventry Advantra Liberty. More information on these plans is available on our website - <http://www.kdheks.gov/hcf/sehp/default.htm> or you can call the Direct Bill membership office toll-free at 1-866-541-7100 or if you are in the Topeka area - 785-296-1715.

To ensure that you have health coverage for Plan Year 2016, **if** you do not make your own Medicare health plan election during the Open Enrollment period, you will be enrolled in Kansas Senior Plan C without Prescription Drug coverage.

Starting **October 16, 2015**, you can visit the Kansas Member Administration Portal (MAP) to verify your online account, review your contact information, review your current SEHP elections and then make any changes for 2016. The following information will provide you with step-by-step instructions on how to log on to verify your account and complete your open enrollment. Prior to completing your online open enrollment, you should review all your SEHP Open Enrollment 2016 materials to become familiar with your options. This includes the online “2016 State Employee Health Plan for Retiree/Direct Bill Members” booklet.

Before you begin your online enrollment, make sure you have the following information ready

- Your Social Security number (SSN)
 - Your Date of Birth
 - Your Kansas Employee ID number (Your Kansas Employee ID number starts with a letter then a series of zeros and then a series of numbers.)
 - Valid Email address
-



Online Enrollment

Once you have all of the information from the previous page on hand, you are

1. Go to the online open enrollment website (MAP) at:
<https://sehp.member.hrissuite.com/>
2. If you remember your Email address and password you registered with, please enter them in the appropriate boxes. If you do not remember them, you will need to re-register. Please see Step 3 to re-register.
3. Click the Register Now button, and complete the fields.
 - Enter your Kansas Employee ID
 - Enter the last 6 digits of you SSN
 - Enter your date of birth (MM/DD/YYYY)
 - Enter a valid email address unique to you. This will be used as your “username” for future logins.
 - Enter a password that is at least 8 characters long. Passwords are case and character sensitive. This will be used for future logins.
 - Reenter the password to validate the password
 - Click on “Submit Registration”
3. You will be taken to the Member Login Screen. Enter the email address and password you registered with and click “Sign In”
4. After signing in, you will be taken to the Account Overview landing page. This screen allows you to review your personal information, including any dependent demographic and contact information. There are 2 other tabs— Benefits and Enrollments & Events. Go to the Benefits tab to review your current SEHP elections. To complete your open enrollment elections, go to the Enrollments & Events tab. Click on “ Launch Enrollment” to begin your enrollment. Follow the instructions on each screen to complete your enrollment.
5. You will then be taken to your personal account dashboard. This screen will show all your current SEHP benefit elections. In the bottom right hand corner, select the “ Make your Elections” button and follow the instructions on each screen to complete your enrollment.
6. Once you have completed your enrollment, please make sure you save and submit your enrollment elections and print out a copy of your pending election statement for your records.



Online Enrollment

You may go into MAP as many times as you want during October 16, 2016 through November 15, 2015 and make changes to your elections. A Pending Elections Statement will be emailed to your MAP registered email address each time you save and submit your elections in MAP. Once you have completed your elections, you should save and submit your enrollment elections and print out a copy of the Pending Elections Statement for your records. The SEHP benefits that are selected as of midnight, November 15, 2015 will be submitted to SEHP Membership Services for review and approval. **Please Note:** This Pending Elections statement may not constitute final SEHP elections for PY 2016. You should review your Pending Elections Statement carefully prior to November 15, 2015.

Once your pending elections are reviewed and approved by SEHP Membership Services, your elections are final and will be effective January 1, 2016. If the submitted pending elections are not approved by SEHP Membership Services, an email will be sent to you indicating what elections have been approved.

During the second week of December, you can access your online MAP account to see your final PY 2016 SEHP benefits that will go into effect January 1, 2016. All Direct Bill members are strongly encouraged to do this. If you have any questions/concerns regarding your PY 2016 elections, you should contact the Direct Bill Call Center at 1-866-541-7100.

MAP Technical Help

Starting October 16 through November 15, 2015, if you experience any technical issues while in this portal, call the MAP Help Desk at:

1-800-832-5337 (Toll free)

Monday– Friday 7am to 5pm (CST)

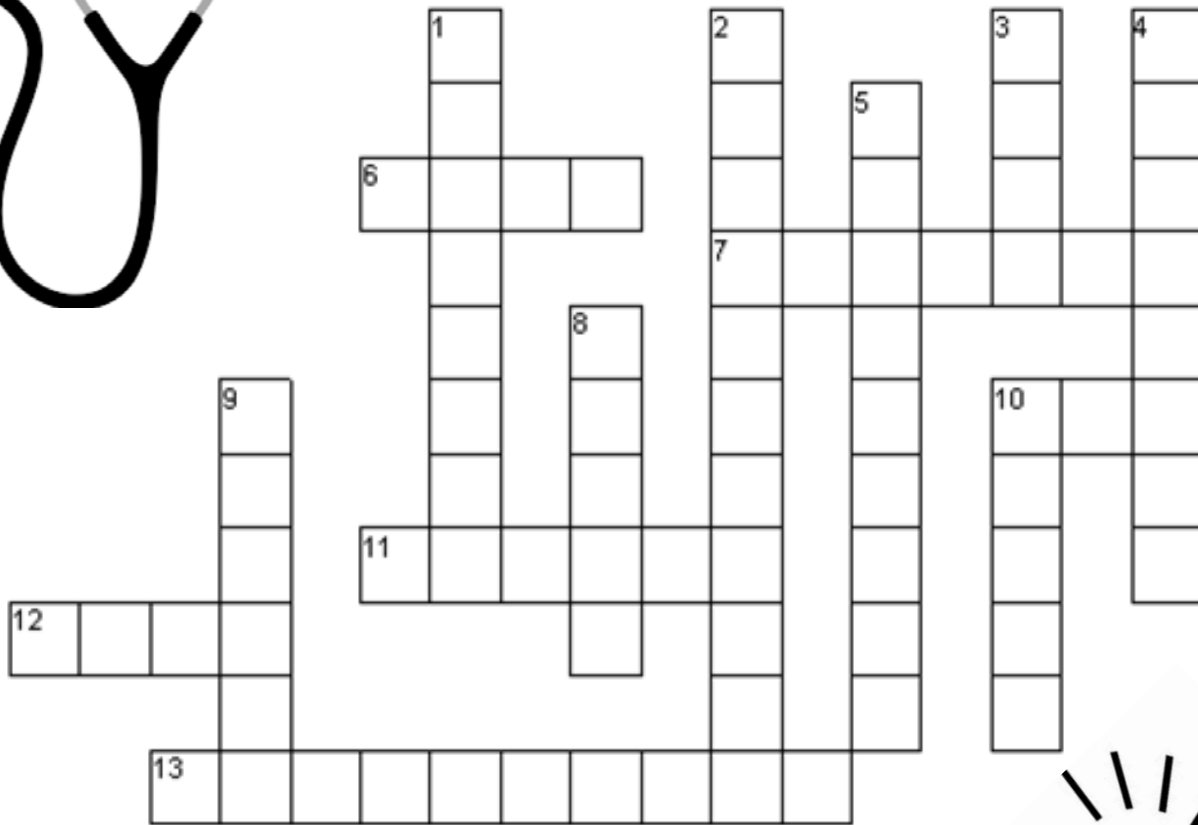
Saturday 9am to 2pm (CST)

After hours please e-mail: techsupport@hrissuite.com

Include your name, phone number, Kansas employee ID number and an explanation of your issue, and we will troubleshoot your issue and contact you within 24 hours with a resolution.

Note: Dependent Documentation Direct Bill members adding dependents [spouse or children] who have not previously submitted the required documentation (such as a birth certificate or marriage license) to Membership Services will need to upload dependent documentation (an electronic version like a pdf) via MAP when you enroll online. If dependent documentation is not uploaded at the time of enrollment, dependents will not be added to your SEHP coverage for 2016. The next opportunity to add dependents to your SEHP coverage will be open enrollment in the fall of 2016 unless a qualifying event occurs. To see a list of appropriate documentation please go to www.kdheks.gov/hcf/sehp/DependentDoc.htm

To solve the puzzle, use the clues provided below. Ex: For number 6 you will use the clue in the “Across” section and the answer will be from left to right.



www.CrosswordWheeler.com

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Across

- 6 Caused by injury or illness
- 7 General medical examination
- 10 in good physical condition
- 11 Heaviness
- 12 What you eat
- 13 Transfer of an organ

Down

- 1 Pain in the head
- 2 Movement of blood in the body
- 3 Synonym for feeble
- 4 Large medical care center
- 5 Surgical intervention
- 8 you do this to clear your throat
- 9 Person who treats illnesses

Q & A

Q: Where can I find the 2016 Plan Year information?

A: <http://www.kdheks.gov/hcf/sehp/>

Q: I'm turning 65 and will be eligible for Medicare, What do I need to do to ensure I have coverage?

A: About 3 months before your 65th birthday the SEHP will mail you a "Health Insurance Choice Form for Newly Eligible Medicare Member" You will need to make your selections and send the form back to us, along with a copy of your Medicare card that reflects both Part A & B effective dates. To make sure you are enrolled in Parts A&B of Medicare you can call Social Security at 1-800-772-1213

Q: How do I update my address?

A: You can update your address through your Member Portal and or you can call SEHP Membership Services at 1-866-541-7100

Q: How can I terminate my Direct Bill coverage?

A: Direct Bill members may terminate coverage for themselves and/or any covered dependents at any time during the Plan Year by notifying the Direct Bill Membership Office in writing. However, once a member terminates their coverage, the member and their dependents cannot re-enroll at a later date.

Q: How can I authorize someone to speak for me?

A: Fill out the "State Employee Health Plan (SEHP) Appointment of Personal Representative" form located on page 11 of this Newsletter and Mail it back to us.



STATE EMPLOYEE HEALTH PLAN (SEHP) Appointment of Personal Representative

Member ID Number or Social Security Number _____

Member Information				
Member, Spouse or Dependent Names (LAST, FIRST, MI)	Mailing Address STREET ADDRESS CITY, STATE, ZIP	Phone Number INCLUDING AREA CODE	Email	

Personal Representative Information				
Personal Representative Name (LAST, FIRST, MI)	Mailing Address STREET ADDRESS CITY, STATE, ZIP	Phone Number INCLUDING AREA CODE	Email	Relationship to the Member

I, the above named member, hereby designate the above named person(s), to act on my behalf or on behalf of my covered spouse and dependent(s).

I authorize my Personal Representative to act for me (and for my covered spouse and dependents, if named above,) in receiving any information that is (or would be) provided to me as a member of the SEHP, including but not limited to, any information that relates to my claim for coverage or benefits under the SEHP and any individual rights that I have regarding my protected health information under the Health Insurance Portability and Accountability Act (HIPAA).

Or alternatively,

¹ I authorize my Personal Representative to act for me, my covered spouse and dependents (if named above) in receiving protected health information to conduct the following functions on my behalf:

--

I understand that this designation is subject to approval by the SEHP. I also understand that once approved, this designation will remain in effect indefinitely or until I revoke it. I understand that I have the right to revoke this designation at any time by submitting a signed statement to that effect to the SEHP.

I certify that I have reviewed the SEHP's Policy for designation of Personal Representative.

Member's Signature: _____

Date: _____

Submit to: SEHP Direct Bill Membership Services
900 SW Jackson St, 9th Fl. Topeka, KS 66612

Fax: 785-368-7180

¹ The SEHP may wish to use this paragraph to allow members and dependents to designate individuals to be a personal representative only for specific activities. The preamble to the privacy rules states that a personal representative must be treated as the individual only to the extent that PHI is relevant to the matters on which the personal representative is authorized to represent the individual. 65 Fed. Reg. 82500.



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